

**U.S. Embassy Dhaka**  
**Passport Services**

The American Citizen Services unit accepts applications, amends, extends, and inserts additional visa pages for regular passports. Passport application forms are available at the Embassy and also can be downloaded from this web page. Applications must include proof of identity and U.S. citizenship. A previously issued U.S. passport is usually sufficient.

**NOTE:** As of April 8, 2002, except in emergencies, all US passports are printed at facilities in the United States. This change increased processing time by approximately one to two weeks. Please take time into consideration when applying for or renewing passports at the Embassy, and plan your travel accordingly.

**GENERAL INSTRUCTION FOR ALL PASSPORT SERVICES:**

- ❑ The Embassy does not accept passport applications by mail. Applications must be submitted in person.
- ❑ Do not sign the passport applications, as you need to sign in the presence of a consular officer.
- ❑ Documents that are not in English must be translated into English.
- ❑ All U.S. documents presented must be original or certified copies from the office of vital records. Copies made by you or anyone else outside the office of the vital records are not certified copies even if they are notarized.
- ❑ Appropriate photographs must accompany all passport applications. Please refer to [Photo Requirements for U.S. Passports](#) for details. You might want to print the requirements and take it with you to the studios.
- ❑ 26 U.S.C. 6039E (Internal Revenue Code) requires a passport applicant to provide his or her Name and Social Security Number. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by IRS.

For further information please refer to:

1. [Instructions for additional passport pages](#)
2. [Instructions for lost/stolen/mutilated and first time passport application](#)
3. [Passport renewal for adults & children above age 14](#)
4. [Passport application requirements for minor under age 14](#)
5. [Instructions for amendment/extension of limited passport/data correction in passport](#)
6. [Passport application forms](#)

**1. Instruction for additional passport pages**

Holders of valid U.S. passports may come to the Embassy during American Citizen Services time from 1pm to 4pm on any workdays to have additional visa pages added to their passport. Applicants must submit an application [Form DS-4085](#) along with his/her



**NOTE: You may be asked to bring additional documents/evidence other than what is mentioned above for all type of cases. It maybe to your advantage to bring more evidence rather than limit yourself to one or two.**

#### **4. Passport application requirements for minor under age 14**

**As required by Public Law 106-113  
Effective July 2, 2001**

##### **New Law on Passport Application for Minors**

On July 2, 2001 the Department of State began implementation of a new law regarding the passport application of minors under age 14.

Under this new law, a person applying for a U.S. passport for child under 14 must demonstrate that both parents consent to the issuance of a passport to the child or that the applying parent has the sole authority to obtain the passport. Passport applications made at domestic U.S passport agencies in the United States and at the U.S consular offices abroad this law will cover both. Exceptions to this requirement may be made in special family circumstances or exigent circumstances necessitating the immediate travel of the child.

The purpose of the new requirement that both parents' consent be demonstrated is to lessen the possibility that a U.S. passport might be used in the course of international parental child abduction.

In order to bring age requirements into alignment the age at which a minor may execute his or her own passport application is being raised from 13 to 14, effective July 2, 2001.

Parents having concerns about passport applications for any minor child who may become the victim of international parental child abduction, including children between the age of 14 and 18 who are not covered by this new law, should contact the Office of Children's Issues in the Bureau of Consular Affairs at (202) 663-2641.

**LOST OR STOLEN PASSPORT:** If you have lost the passport of your child age 14, submits Passport Application [Form DS-11](#) and [Form-DS-64](#) (Statement Regarding Lost or Stolen Passport) along with the police report and, must fulfill the following requirement:

(1) Submit Application Form DS- 11	Both parents have to come to the Embassy with the child to submit the application. NOTE: Please do not sign the DSP-11 application form, as you have to sign before the officer at the U.S. Embassy.
(2) Present proof of US Citizenship (for minors under age 14)	You will need to submit at least one of the following: <ul style="list-style-type: none"><li>• Certified US birth certificate: or</li><li>• Previous fully valid U.S. Passport: or</li><li>• Consular Report of Birth Abroad (Form FS-240):or</li><li>• Certification of Birth Abroad (Form DS-1350); or</li><li>• Certificate of Citizenship or Naturalization from INS.</li></ul>

	<p>NOTE: A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate were filed with the registrar's office, which must be within 1 year of birth.</p>
(3) Present Evidence of Child's Relationship to Parents/Guardians	<p>You will need to submit at least one of the following:</p> <ul style="list-style-type: none"> <li>• Certified U.S. birth certificate (with parents' names); or</li> <li>• Report of Birth Abroad (Form FS-240) (with parents' names); or</li> <li>• Certification of Birth Abroad (Form DS-1350) (with parents' names); or</li> <li>• Adoption Decree (with adopting parents' names); or</li> <li>• Court Order Establishing custody or guardianship</li> </ul> <p><b>NOTE:</b> If a parent/guardian's name is other than that on these documents, evidence of legal name change is required.</p>
(4) Provide Parental Identification	<p>Each parent or guardian must submit at least one of the following:</p> <ul style="list-style-type: none"> <li>• Valid Drivers License</li> <li>• Valid Official Military ID</li> <li>• Valid Gov't ID</li> <li>• Valid U.S. or Foreign Passport with recognizable photo</li> <li>• Naturalization/Citizenship Certificate from INS with recognizable photo</li> <li>• Alien Resident Card from INS</li> </ul> <p><b>NOTE:</b> Your Social Security Card does NOT prove your identity.</p>
(5) Present Parental Application Permission Documentation	<ol style="list-style-type: none"> <li>1. Both parents must appear together and sign or</li> <li>2. One parents appears, signs and submits second parent's written statement of consent authorizing passport issuance for the child or</li> <li>3. One parent appears, signs and submits primary evidence of sole authority to apply (such as one of the following):</li> </ol> <ul style="list-style-type: none"> <li>• Child's certified U.S. or foreign Birth certificate (with translation, if necessary) listing only applying parent; or</li> <li>• Consular Report of birth Aboard (Form FS-240) or Certification of Birth Abroad (Form DS- 1350) listing only applying parent; or</li> <li>• Court order granting sole custody to the applying parent (unless child's travel is restricted by that order); or</li> <li>• Adoption decree (naming applying parent); or</li> <li>• Court order specifically permitting applying parent's or guardian's travel with the child; or</li> <li>• Judicial declaration of incompetence of non-applying parent; or</li> <li>• Death certificate of non-applying parent.</li> </ul> <p>If none of the above documentation is available, the applying parent/guardian should submit a signed statement explaining why the non-applying parent/guardian's consent cannot be obtained.</p> <p><b>NOTE:</b> A third-party in loco parentis applying on behalf of a minor under the age of 14 must submit a notarized written statement or affidavit from both parents or guardians authorizing a third-party to apply for a passport. When the statement or affidavit is from only one parent/guardian, the third party must present evidence of sole custody of the authorizing parent/guardian.</p>
(6) Provide Two identical Passport Photos	<p>Please refer to <a href="#">Photo Requirement for U.S.Passports</a>. Your photographs must be:</p> <ul style="list-style-type: none"> <li>• 2 x 2 inches in size, identical, taken within the past 6 months, showing current appearance, color, full face, front view with a plain white or off-white background</li> </ul>

	<ul style="list-style-type: none"> <li>Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head</li> <li>Uniforms should not be worn in photographs except religious attire that is worn daily. Do not wear a hat or headgear that obscures the hair or hairline.</li> <li>If you normally wear prescription glasses, a hairline device, wig or similar articles, they should be worn for your picture.</li> <li>Dark glasses or nonprescription glasses with tinted lenses are not accepted unless you need them for medical reasons. A medical certificate may be required.</li> </ul> <p><b>NOTE:</b> Polaroid type prints are not accepted.</p>
(7) Pay the Application Fee	Fee for minor's first time, renewal or loss/replacement passport is \$82 or equivalent taka. The fee must be paid in cash only. Taka amount may change as exchange rates are subject to change without notice.
(8) Provide a Social Security Number	If you do not provide your Social Security Number on the passport application, the Internal Revenue Service may impose a \$500 penalty. If you have any question please call your nearest IRS office.

**NOTE: You may be asked to bring additional documents/evidence other than what is mentioned above for all type of cases. It maybe to your advantage to bring more evidence rather than limit yourself to one or two.**

#### **5. Instruction for amendment/extension of limited passport/data correction in passport**

Effective September 26, 2005, as an additional security enhancement, Passport Services will no longer amend valid passports. Instead, customers requesting name changes, extension of validity for limited passports, or correction of a printing error will apply for replacement passports.

If the change is *within one year after issuance*:

1. Submit form [DS-5504](#).
2. Must bring passport.
3. Must bring documentation supporting change.
4. Must bring passport size photo.
5. No fee required for routine processing.

If the change is *more than one year after issuance*:

1. Submit form [DS-82](#).
  2. Must bring passport.
  3. Must bring documentation supporting change.
  4. Must bring passport size photo.
  5. If the requested data change is due to a printing error by Passport Services, there will be no charge. In other cases fees must be paid in cash only and subject to change without notice.
- Applicant age 16 and over \$67 or equivalent taka

Applicant under age 16

\$82 or equivalent taka

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**6. Click here to down load [passport applications forms](#)**

**Click here to see and print [Photo Requirement for U.S. Passports](#)** with the List of Photo Studios in Dhaka.

**Contact us:** Call us at 880-2-8823805 or E-mail at [DhakaACS@state.gov](mailto:DhakaACS@state.gov) or visit the Embassy from 1pm to 3pm on any working days, Sunday through Thursday.